

**Bulphan Church of England Academy**  
Fen Lane, Bulphan, Essex, RM14 3RL



**Headteacher:** Miss S Finch

**Telephone** 01375 850332

**Email** [admin@bulphanprimary.thurrock.sch.uk](mailto:admin@bulphanprimary.thurrock.sch.uk)

## **Bulphan C of E Academy – Phased Re-opening Initial guidance and plans**

Dear Parents / Carers,

Firstly, I hope that you are staying well and safe. Secondly, I apologise for the length of this letter but I feel that it is important to give as much information as is necessary in order to explain the current situation and for you all to make an informed decision about a potential return to school

Throughout this week, we received a constant stream of updates and additional guidance. We have also been in close contact with our family of Trust schools and other local schools where possible. A thorough risk assessment has been completed. This has helped to shape a draft plan for a possible reopening for our school whilst continuing to provide home learning for other year groups and childcare provision for children of key workers.

With this in mind, we are asking parents to carefully read and consider the following points which outline some important features of what school might look like for the proposed phased reopening.

**I can now confirm that school will reopen for pupils in EYFS and Year 1 only from 2<sup>nd</sup> June.**  
**Key worker provision will also remain in place from 1<sup>st</sup> June.**

### **The school day**

- Early Years and Year 1 pupils will have the option to return to school on the 2<sup>nd</sup> June. At this stage we cannot accommodate Year 6 due to the size of our school site. Our Key Worker children will also form another group of pupils who can continue to attend from 1<sup>st</sup> June.
- Once we have an idea of numbers of children returning we will look in to the possibility of the safe return of Year 6 pupils as per the government guidelines.
- Having completed a thorough risk assessment of our site we will offering a **4 day week - Monday - Thursday to pupils in Early Years and Year 1** . Key worker children can continue to attend Monday – Friday. This means the school will be shut on a Friday to the majority of pupils to enable the school to be deep cleaned once a week.
- The timings to the school day will be altered to accommodate for staggered start and finish times to avoid congestion at the school gates. This means that some children may not be expected to arrive until 9.00am. They will not be classed as late.

Start Times (Please do not arrive before these times to avoid overcrowding at the gates/playground)

Key Worker families – 8.30am

Year 1 – 8.45am

Early Years – 9.00am

Pick up Times (Do not arrive before these times to avoid overcrowding at the gates/playground)

Early Years – 2.45pm

Year 1– 3.00pm

Key worker – 3.15pm

If you have siblings within these year groups then you may take children at the earliest time specified. Children will be ready to be collected.

- Only 1 adult will be allowed to drop off and collect children from school.
- Visitors to school will be very limited (if at all), this would include parents. Where possible communication with teachers and the office should be via email or phone.

### **What will classrooms look like?**

- Children will be split into small teaching groups of a maximum of 13 pupils. Children cannot swap between groups once allocated a 'family bubble'
- Classrooms will be arranged to enable social distancing where possible.
- When in school, children will stay within their new group throughout the day with a limited number of adults. Where possible this will be their class teacher or member of support staff but may not always be. It will be somebody familiar to them on the school staff.
- The different groups will not mix in school- including at break time and lunchtime.
- Pupils would need to (where possible) observe social distancing expectations when in school including break and lunch times which will be staggered. All staff understand this will be more difficult for some children including our younger children.
- Movement around the classroom and school will be limited.

### **What should my child bring to school?**

- We will have to limit resources that come in and out of the school building. Children will be able to bring a lunchbox and water bottle. Children should not bring in any items for 'show and tell', reading books, reading record books or work completed at home etc. Once regulations allow us to we would love to see the children's work from home. Until this is safe to do so please continue to send examples of home learning to our admin email.
- At the present time we feel it is safer for children to **not wear school uniform**. Children will be expected to wear clean clothes to school every day and we understand that many will not have the correct amount of uniform to do this as well as having children who may have grown out of uniform. Children should wear clothes suitable for outdoor play and PE.
- All pupils will be given their own 'resource pack' containing pencil, rubber, ruler etc to be used throughout the day.
- Children may be asked where possible to keep their items at their specific tables so as not to use coat peg areas.

### **Lunchtimes**

- School meals will be available but will be served differently to allow for social distancing. The menu will not be as per usual. Children can still bring their own packed lunch.

### **Learning**

- Teachers will continue to produce home learning packs for the Summer 2 half term for those children who stay at home. They will also plan from these in school so those learning at home and school are following similar work.
- There will be an emphasis on Early Reading and Phonics as well as Mental Well-Being in school.
- More learning may take place outdoors (depending on the weather), to reduce the risk of infection.

### **Keeping pupils and staff safe**

- The school will work extremely hard to implement required hygiene and social distancing rules but I have to be honest and say that this is incredibly difficult in primary schools. No one can guarantee that children will never come into contact with anyone else or indeed bugs or viruses. Children are, after all, less spatially aware, naturally tactile and energetic.

- Children, as per guidance, would not be expected to wear masks or other PPE as they shouldn't be in school if they are high risk or symptomatic. Also, unless managed properly and hygienically, they are more of a health hazard. Children may wear masks to school if you wish them to however will be asked to remove them and give them to yourselves or throw away in a bin (if unaccompanied) before entering the building.
- Children will be reminded and supported to wash/sanitize their hands regularly throughout the day.
- Posters will be displayed round the school to remind children to wash their hands regularly.
- Some staff may, as needed, wear PPE- e.g. when administering medication or first aid, when checking pupils for signs of ill health, but won't be wearing PPE normally throughout the day (as per the guidance).
- If any child or a member of staff shows symptoms of Covid-19 they will be sent home and self isolation procedures would have to be followed by this individual.
- Testing is now available for school staff who have symptoms of Covid-19 and we believe that this will extend to school children and their families. If a child or member of staff tests positive for Covid-19 the entire 'bubble' including children and staff will then need to self-isolate for 14 days.
- Frequently used equipment/furniture etc (e.g. door handles/dinner tables/desks) will be cleaned more regularly – at least 3 times a day if not more.

### **Attendance expectations**

- Parents have to decide whether to send their children to school if they are in Early Years and Year 1. However, it is for parents to decide whether this is right in your particular circumstances.
- At this time, fines will not be issued if parents do not send their child to school.
- All school places will be safe at the present time and parents should not be concerned that their space will be allocated to someone else.
- Some pupils should not attend e.g. if in the 'clinically extremely vulnerable' group, they should be shielding and should not attend.
- Please seek medical advice if you are unsure if your child should attend school.
- Please liaise with school when advice has been sought and a decision has been made.
- If your child lives with someone that is shielding they should only attend school if they can strictly follow social distancing rules.

### **Will there be whole school events?**

- As per the current guidelines children will stay in their family bubble meaning that whole schools events will not take place until guidelines change.
- This means there will not be any worships until further notice or events such as sports day, leavers service etc.

Thank you for your continued support and understanding at this time. We appreciate all the hard work you are doing at home with your children to keep them learning, motivated and safe and recognise this will be a hard decision for many of you.

I hope this letter clearly outlines our offer. Please do not hesitate to contact us if you have any questions. In the following days we will be in touch with those in the priority Year groups to ascertain whether your child will be returning to school and on what days this will be. If you had already made your decision please feel free to email us at [admin@bulphanprimary.thurrock.sch.uk](mailto:admin@bulphanprimary.thurrock.sch.uk) as some of you have done already.

Kindest regards,



Miss S. Finch  
Head teacher